

PRRB SYSTEM RELEASE NOTES & ANNOUNCEMENTS

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2019.01:
Medicare Learning Network Call
"New Electronic System for Provider Reimbursement Review Board Appeals"
(January 30, 2019)

Tuesday, February 5 from 1:30 to 3 pm ET

[Register \(https://blh.ier.intercall.com/\)](https://blh.ier.intercall.com/) for Medicare Learning Network events.

Do you want to file or manage a Provider Reimbursement Review Board (PRRB) appeal? Learn how to use the new Office of Hearings Case and Document Management System (OH CDMS) to submit new appeals, transfer issues, file position papers, and manage all aspects of your PRRB appeals.

During this call, PRRB staff will discuss:

- How to access the system
- Detailed overview of the system and its capabilities
- Frequently asked questions

A question and answer session follows the presentation; however, attendees may email questions in advance to PRRB@cms.hhs.gov with "Office of Hearings Case and Document Management System Conference Call" in the subject line. These questions may be addressed during the call or used for other materials following the call.

Target Audience: All PRRB appeal stakeholders.

For more information, visit the [PRRB OH CDMS](https://www.cms.gov/Regulations-and-Guidance/Review-Boards/PRRBReview/Electronic-Filing.html) webpage (<https://www.cms.gov/Regulations-and-Guidance/Review-Boards/PRRBReview/Electronic-Filing.html>).

See also MLN Matters article "New Electronic System for Provider Reimbursement Review Board Appeals" at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE19004.pdf>.

2018.05:
OH CDMS Capability for Reporting Legacy Case Information
(November 1, 2018)

When OH CDMS went live on August 16, 2018, the PRRB migrated all active case data to the OH CDMS. However, the PRRB's prior case management system was a database only and therefore did not contain any of the submitted documentation (e.g., the Notice of Program Reimbursement, issue statements, etc.).

To benefit more fully from the operation of OH CDMS, users may populate OH CDMS with documentation relating to the open issues residing in their individual cases. The PRRB encourages providers to take advantage of this OH CDMS function because providers that update the system with this information will have real time access to view and manage their issues (e.g., transfer or withdraw issues) with instant verification.

When taking advantage of this existing feature, it is important to remember to maintain the system's integrity by accurately entering the information from the original hard copy materials previously submitted to the Board. For example, you may **not** add to or expand on the issues reflected in the relevant appeal request/add-issue request. Further, please do not enter any issues that are no longer active within a case (e.g., previously transferred, resolved, withdrawn, dismissed, or otherwise decided).

Supplemental instructions for this process can be found at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/PRRBReview/Electronic-Filing.html>. Please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov if you have any questions.

2018.04:
Medicare Contractors' Use of OH CDMS
(November 1, 2018)

All of the government contractor organizations that participate in appeals before the PRRB (the Medicare Administrative Contractors ("MACs"), the Cost Report Audit and Appeals Contractor ("CRAA"), and the Appeals Support Contractor ("ASC")) are now registered within the Office of Hearings Case and Document Management System ("OH CDMS"). Following each provider submission, OH CDMS automatically generates a notification to the government contractor(s). The system-generated notice for portal-based submissions will fulfill the requirement for service on the Medicare contractors, and accordingly, representatives utilizing OH CDMS will no longer be required to send an additional carbon copy (paper or electronic) to the relevant contractor(s). See Board Rule 3.4.

2018.03:
**Re-issuance of Case Acknowledgement and Critical Dues Dates Notices,
Requests for Information, and Notices of Hearing
(September 4, 2018)**

The PRRB will be re-issuing certain documents for open cases that were not filed through OH CDMS in order to identify pending due dates and establish responsive case actions in the new electronic system. (See PRRB External User Manual, section 3.3.4.1.) Please be aware that you could receive another Case Acknowledgement and Critical Due Dates Notice, a Request for Information, or another Notice of Hearing for your case over the next several weeks, but note that the critical due dates for your case have not changed.

Please contact the Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov if you notice any problems. Thank you for your flexibility as we continue to transition to OH CDMS.

2018.02:
**PRRB Electronic Filing is Available through OH CDMS
(August 16, 2018)**

The PRRB module of the Office of Hearings Case and Document Management System ("OH CDMS") is available for use. Users may access OH CDMS to file new appeals and all supporting documentation electronically and to review and maintain existing cases that are currently in an open status. The PRRB notices and decisions will be issued via email and will also be accessible through OH CDMS.

The PRRB Electronic Filing webpage at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/PRRBReview/Electronic-Filing.html> will soon be updated with a user manual and frequently asked questions. The PRRB will also be issuing a new set of Board Rules in conjunction with the implementation of OH CDMS as well as to update other processes and procedures.

If you have not yet registered for the system, we encourage you to begin that process. For any system or registration questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**2018.01:
Pre-Registration for PRRB Electronic Filing
(August 2, 2018)**

The PRRB module of the Office of Hearings Case and Document Management System ("OH CDMS") will soon be available for electronic filing; however, parties may begin pre-registering for access to the system prior to its release. Please reference <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/PRRBReview/Electronic-Filing.html> for system updates, registration instructions, and frequently asked questions.

We would also like to offer several points of clarification:

- OHCDMS registration is for the system as a whole, so if you have already registered in response to the MGCRB alert, you do not need to separately register for the PRRB module.
- OH CDMS is designed that you may only have access to the system through one organization. You must register under the organization you work for, *not* for the provider(s) for which you intend to file a PRRB appeal or MGCRB application as multiple requests must be denied. For example, if you are at a parent level and oversee multiple providers within your corporate organization, then you should select the parent organization at registration.
- The designated representative of a case has full access to view and take action on that case. The designated representative may be selected from a provider, parent, or representative organization.

For any system questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.